

Administrative Procedures

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Department of Transportation Federal Motor Carrier Safety Management Plan

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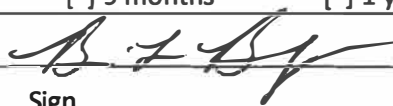
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APPENDIX A
HANFORD MISSION INTEGRATION SOLUTIONS BLUE SHEET

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Sections NOT Applicable to HMIS:		
Needed Updates/Revisions: This document will need a minor change to section A.8 <i>Hours of Service</i> . On 9/29/2020 the FMCSA will implement a change to 49CFR 395.8, the Hours of service will increase from 12 hours to 14 hours, and increase the 100 air mile exemption to 150 miles. Also needs references to update to MSA and MSC (per telecon, kwj 9/9/20)		
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Prepared by: Brian Bergum		09/08/2020
Print	Sign	Date



HMIS Owning Manager or Designee

Approved by: Brian Bergum

Print

A handwritten signature in black ink, appearing to read "B. Bergum", is written over a horizontal line.

Sign

09/08/2020

Date

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1.0 PURPOSE

This document has been established to ensure that [motor carrier operations](#) managed by Mission Support Alliance, LLC (MSA), under the scope of the Mission Support Contract (MSC) are carried out in a manner that meets applicable federal, state, and local regulatory requirements.

As a registered motor carrier with the United States Department of Transportation (USDOT), MSA is required to comply with 49 CFR FMCSR, *Federal Motor Carrier Safety Administration*. This also includes “furthering of commerce”, i.e. transporting within one State as part of a through movement that originates or terminates in another State. In addition, MSA is contracted by U.S. Department of Energy Richland Operations Office (DOE-RL) to comply with DOT on-site as well as off-site. DOE-RL conducts periodic audits of MSA transportation operations to determine DOT compliance.

MSA [motor carrier operations](#) performed under the MSC scope of work shall comply with applicable laws and regulations. The source regulations applicable to this scope include:

- 49 USC, 14504a, *The Unified Carrier Registration Act of 2005*
- 49 CFR 40, 325, 355-399, *Federal Motor Carrier Safety Regulations*
- 49 CFR 100-199, *Hazardous Materials Regulations*
- 49 CFR 180, *Continuing Qualification and Maintenance of Packagings*
- *Washington Administrative Code* (WAC) 446-65, “Commercial Motor Vehicle Regulations”
- *Revised Code of Washington* (RCW) 46.61.655, “Dropping load, other materials – Covering”
- RCW 46.25.010(6), “Definitions”

Motor carrier operational requirements are found in [Appendix A](#).

2.0 SCOPE

This Level 1 procedure provides DOT guidance and compliance responsibilities to employees who operate MSA’s [Commercial Motor Vehicles](#) (CMVs) and their management; and who are subject to the Federal Motor Carrier Safety Regulations (FMCSR).

NOTE: *Definitions of terms specific to this document are provided in [Appendix B](#).*

3.0 RESPONSIBILITIES**3.1 Drivers**

Drivers (operators of CMVs) are responsible for the following:

- Maintain qualified driver status
- Comply with all federal, state, local, and Hanford laws

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- Complete pre-trip inspections
- Notify Supervisor/Manager of any CMV defects
- Load distribution and securement
- Pre-use inspections of tie downs
- Report vehicle accidents and violations to Supervisor/Manager
- Participate in drug and alcohol testing
- Register in the FMCSA Clearinghouse
- Notify Supervisor/Manager of moving violations within thirty days
- Prepare accident reports
- Complete post-trip inspections on each commercial motor vehicle operation as required per 49 CFR 396.11
- Be cognizant of hours of service
- Submit driver's logs when applicable
- Operate CMV in accordance with laws, ordinances, and regulations of the jurisdiction in which it is being operated

3.2 Supervisors/Managers

Supervisors/Managers are responsible for the following:

- Ensure assigned operating schedules are safe
- Ensure driver restrictions are followed
- Coordinate with Fleet Maintenance in scheduling CMV maintenance and periodic inspections
- Ensure placement of Pipeline and Hazardous Materials Safety Administration (PHMSA) *Hazardous Material Certificate of Registration* and proof of Insurance cards in required CMV's
- Notify Operation Specialist of any driver misconduct, traffic or security violations/convictions/suspensions as defined in 49 CFR 383.31, 383.33, MSC-PRO-SEC-389, *Processing Security Clearances and Reporting Required Information*, and MSC-POL-HR-11385, *Standards of Conduct*
- Ensure driver's Driver Qualification File (DQF) restrictions are followed
- Forward Driver Vehicle Inspection Report (DVIR) to CMV Specialist when deficiencies exist
- Follow post-accident requirements for controlled substances and alcohol testing of driver (reference MSC-RD-TRANS-27562, *Commercial Driver License Holder's Drug & Alcohol Testing Requirements*).
- Report DOE recordable accident promptly
- Prepare and submit accident reports to Operations Specialist.

3.3 Operations Specialists

Operations Specialists are responsible for the following:

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- Maintain Form MCS-150B, *Combined Motor Carrier Identification Report and Hazard Material Permit*.
- Retain evidence of insurance (MCS-90 and proof of insurance cards)
- Audit and retain Hours of Service records (time sheets and driver daily logs)
- Distribute copies of PHMSA Hazardous Material Certificate of Registration, and proof of insurance cards to Supervisors/Managers for placement in required CMVs
- Maintain DQF including investigation and inquiries as required per 49 CFR 391.23
- Notify Supervisor/Manager and Driver of upcoming driver qualification action items necessary to maintain the DQF
- Notify Supervisor/Manager in writing of any driver DQF violations/restrictions
- Maintain FMCSA clearinghouse, including running queries

3.4 Fleet Maintenance

Fleet Maintenance is responsible for the following:

- Perform CMV maintenance and periodic inspections
- Maintain CMV maintenance files
- Maintain DOT and Brake Inspector Qualification certifications
- Repair defects as noted on driver inspection documentation

3.5 Commercial Motor Vehicle Specialist

Commercial Motor Vehicle Specialists are responsible for the following:

- Maintain equipment files in accordance with regulations
- Maintain driver inspection pre-trips

4.0 INSTRUCTIONS**4.1 Maintaining Qualifications and Training**

Supervisor/Manager, Operations Specialist, CMV Specialist, Labor Relations representatives, Fleet Maintenance personnel and [Drivers](#) are required to attend training outlined in [Appendix C](#) to maintain qualifications.

Actionee	Step #	Action
Operations Specialist	1.	MAINTAIN Motor Carrier Safety Form-150B (MCS-150B).
	2.	MAINTAIN PHMSA Hazardous Material Certificate of Registration.

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| Legal Counsel | 3. OBTAIN minimum levels of financial responsibility, including evidence of insurance (Form MCS-90 and proof of insurance cards). |
| Operations Specialist | 4. RETAIN evidence of insurance (Form MCS-90 and proof of insurance cards). |
| | 5. DISTRIBUTE copies of PHMSA Hazardous Material Certificate of Registration and proof of insurance cards to Supervisors/Managers for placement in required CMVs. |
| Supervisor/Manager | 6. ENSURE placement of PHMSA Hazardous Material Certificate of Registration and proof of insurance cards in required CMVs. |
| | 7. ENSURE drivers assigned to motor carrier operations are qualified. |
| Operations Specialist | 8. MAINTAIN Driver Qualification File (DQF), See Section A.7.4 , including investigation and inquiries as required per 49 CFR 391.23, "Investigation and inquiries." |
| Operations Specialist | 9. NOTIFY Supervisor/Manager and Driver of upcoming driver qualification action items necessary to maintain the DQF. |
| Driver | 10. PROMPTLY RESPOND to action requests needed to maintain driver qualification status. |
| | 11. NOTIFY Supervisor/Manager of any traffic or security violations/convictions/suspensions as required per 49 CFR 383.31, and MSC-PRO-SEC-389 , <i>Processing Security Clearances and Reporting Required Information</i> . |
| Supervisor/Manager | 12. NOTIFY Operations Specialist of any driver misconduct, traffic or security violations/convictions/suspensions as defined in 49 CFR 383.31, 383.33, MSC-PRO-SEC-389 , and MSC-POL-HR-11385 . |
| Operations Specialist | 13. NOTIFY Supervisor/Manager in writing of any Driver Qualification File (DQF) violations/restrictions. |
| Supervisor/Manager | 14. ENSURE driver DQF restrictions are followed. |
| Driver and Supervisor/Manager | 15. PARTICIPATE as directed in prescribed alcohol and controlled substance testing per MSC-RD-TRANS-27562 . |

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4.2 Operating Schedules and Hours of Service

Actionee	Step #	Action
Supervisor/Manager	1.	ENSURE assigned operating schedules are safe.
	2.	BE COGNIZANT of the number of hours each driver has worked per day and previous eight days to ensure no driver shall operate a CMV after being on duty in excess of the maximums.
Driver	3.	BE COGNIZANT of the number of hours worked per day and previous eight days. <ul style="list-style-type: none"> • <u>IF</u> the lack of available driving hours interferes with operating schedule, <u>THEN</u> NOTIFY Supervisor/Manager.
	4.	When required, SUBMIT within 13 days Driver Daily Logs to Operations Specialist.
Operations Specialist	5.	AUDIT and RETAIN Hours of Service Records (Timesheets and Driver Daily Logs).
	6.	NOTIFY Supervisor/Manager in writing of any driver hours of service violations/restrictions.
Supervisor/Manager	7.	ENSURE driver restrictions are followed.

4.3 Vehicle Operation and Maintenance

Actionee	Step #	Action
Driver	1.	COMPLETE pre-trip inspections on each CMV operated as required per 49 CFR 392.7 and 396.13.
	2.	NOTIFY Supervisor/Manager of any CMV defects or deficiency which would affect the safe operation of the vehicle.
Supervisor/ Manager	3.	COORDINATE with Fleet Maintenance in scheduling CMV maintenance and periodic inspections.
	4.	ENSURE CMVs are maintained in compliance with FMCSR.

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| | 5. COMMUNICATE with CMV Specialist of CMV “Out of Service” conditions and when those conditions have been corrected. |
| Fleet Maintenance | 6. PERFORM CMV maintenance and periodic inspections. |
| | 7. MAINTAIN CMV maintenance files. |
| | 8. MAINTAIN DOT and Brake Inspector Qualification Certifications. |
| Driver | 9. PERFORM pre-trip inspection. |
| | 10. ENSURE cargo is properly distributed and adequately secured before operating CMVs. |
| | 11. OPERATE CMV in accordance with the laws, ordinances, and regulations of the jurisdiction in which it is being operated. |
| | 12. COMPLETE post-trip inspections on each CMV operated as required per 49 CFR 396.11. |
| Supervisor/Manager | 13. FORWARD DVIR to CMV Specialist for retention. |
| Driver | 14. In the event of a DOT Recordable Accident, COORDINATE with Supervisor/Manager to prepare accident reports per MSC-PRO-TRANS-483 , <i>Government Vehicle and Fleet Equipment Operation, Addition, and Modification</i> . |
| Supervisor/Manager | 15. FOLLOW post-accident requirements for controlled substances and alcohol testing of driver (reference MSC-RD-TRANS-27562). |
| | 16. In the event of a DOT Recordable Accident, PROMPTLY PREPARE and SUBMIT required accident reports per MSC-PRO-TRANS-483 , and forward copy to Operations Specialist. |
| Operations Specialist | 17. MAINTAIN DOT Recordable Accident Register. |

5.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with [MSC-PRO-RM-10588](#), *Records Management Processes*, or [MSC-PRO-RM-32281](#), *Electronic Records Management*, as applicable.

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Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
DQF, Hours of Service	Driver/Operations Specialist	Operations Specialist
DVIR	Driver	CMV Specialist
DOT Recordable Accident Reports	Driver and Supervisor/ Manager	Operations Specialist
MCS-150, PHMSA Hazardous Material Certificate of Registration, UCR	Operations Specialist	Operations Specialist
MCS-90 & Proof of Insurance	Legal Counsel	Operations Specialist
CMV Maintenance Files, Brake Inspector Qualification Certifications	Fleet Maintenance	Fleet Maintenance

6.0 SOURCES

6.1 Source Requirements

10 CFR 851, *Motor Vehicle Safety*

49 CFR 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs*

49 CFR 107.620, *Recordkeeping requirements*

49 CFR 171.8, *Definitions and abbreviations*

49 CFR 171.15 & 16, *General Information, Regulations, and Definitions*

49 CFR 172, *Hazardous Materials Table, Special Provisions, Hazardous Materials*

Communication, Emergency Response Information, Training Requirements, and Security Plans

49 CFR 173.116, *Class 2 Assignment of Hazard Zone*

49 CFR 173.133, *Assignment of Packing Group and Hazard Zones for Division 6.1 Materials*

49 CFR 173.403, *Definitions*

49 CFR 176.48, *Situation Requiring Report*

49 CFR 180.407, *Requirements for test and inspection of specification cargo tanks*

49 CFR 366, *Designation of process agent*

49 CFR 367, *Standards for registrations with states*

49 CFR 380.509, *Employer responsibilities*

49 CFR 382.103, *Applicability*

49 CFR 385.403, *Who must hold a safety permit?*

NOTE: Employees may print off this document for reference purposes but are responsible to check MSA Procedure System to ensure the most current version is used to prevent unintended use of obsolete versions.

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49 CFR 385.405, *How does a motor carrier apply for a safety permit?*
49 CFR 385.407, *What conditions must a motor carrier satisfy for FMCSA to issue a safety permit?*
49 CFR 385.415, *What operational requirements apply to the transportation of a hazardous material for which a permit is required?*
49 CFR 387.7, *Financial responsibility required*
49 CFR 387.9, *Financial responsibility, minimum levels*
49 CFR 387.15, *Forms*
49 CFR 390.15, *Assistance in investigations and special studies*
49 CFR 390.19, *Motor carrier, hazardous material shipper, and intermodal equipment provider identification reports*
49 CFR 390.21, *Marking of self-propelled CMVs and intermodal equipment*
49 CFR 391, *Qualification of Drivers and Longer Combination Vehicle (LCV) Driver Instructors*
49 CFR 392.6, *Schedules to conform with speed limits*
49 CFR 392.7, *Equipment, inspection and use*
49 CFR 392.8, *Emergency equipment, inspection and use*
49 CFR 392.9, *Inspection of cargo, cargo securement devices and systems*
49 CFR 393, *Parts and Accessories Necessary for Safe Operation*
49 CFR 395.1, *Scope of rules in this part*
49 CFR 395.3, *Maximum driving time for property-carrying vehicles*
49 CFR 395.8, *Driver's record of duty status*
49 CFR 396.3, *Inspection, repair, and maintenance*
49 CFR 396.7, *Unsafe operations forbidden*
49 CFR 396.11, *Driver vehicle inspection report(s)*
49 CFR 396.13, *Driver inspection*
49 CFR 396.17, *Periodic inspection*
49 CFR 396.19, *Inspector qualifications*
49 CFR 396.21, *Periodic inspection recordkeeping requirements*
49 CFR 396.25, *Qualifications of brake inspectors*
49 CFR 397.5, *Attendance and surveillance of motor vehicles*
49 CFR 397.7, *Parking*
49 CFR 397.11, *Fires*
49 CFR 397.13, *Smoking*
49 CFR 397.15, *Fueling*
49 CFR 397.17, *Tires*
49 CFR 397.101, *Requirements for motor carriers and drivers*
49 CFR Appendix G to Subchapter B of Chapter III, *Minimum Periodic Inspection Standards*
49 USC, 14504a, *The Unified Carrier Registration Act of 2005*
RCW 46.61.655, *Dropping load, other materials - Covering*
RCW 46.61.667, *Using a wireless communication device or hand-held mobile telephone while driving*
RCW 46.61.668, *Sending, reading, or writing a text message while driving*

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6.2 References

49 CFR 325, *Compliance with Interstate Motor Carrier Noise Emission Standards*
49 CFR 355, *Compatibility of State Laws and Regulations Affecting Interstate Motor Carrier Operations*
49 CFR 360, *Fees for Motor Carrier Registration and Insurance*
49 CFR 365, *Rules Governing Applications for Operating Authority*
49 CFR 370, *Principles and Practices for the Investigation and Voluntary Disposition of Loss and Damage Claims and Processing Salvage*
49 CFR 376, *Lease and Interchange of Vehicles*
49 CFR 377, *Payment of Transportation Charges*
49 CFR 378, *Procedures Governing the Processing, Investigation, and Disposition of Over-Charge, Duplicate Payment, or Overcollection Claims*
49 CFR 379, *Preservation of Records*
49 CFR 381, *Waivers, Exemptions and Pilot Programs*
49 CFR 383, *Commercial Driver's License Standards; Requirements and Penalties*
49 CFR 384, *State Compliance with Commercial Driver's License Program*
49 CFR 386, *Rules of Practice for Motor Carrier, Intermodal Equipment Provider, Broker, Freight Forwarder, and Hazardous Materials Proceedings*
49 CFR 389, *Rulemaking procedures – Federal Motor Carrier Safety Regulations*
49 CFR 399, *Employee Safety and Health Standards*
Federal Motor Carrier Safety Administration Driver's Handbook on Cargo Securement
WAC 446-65, *Commercial Motor Vehicle Regulation*
RCW 46.25.010(6), *Definitions*
HNF-17939, *Transportation Security Plan*
MSC-POL-HR-11385, *Standards of Conduct*
MSC-PRO-HR-042, *Fitness for Duty*
MSC-PRO-SEC-389, *Processing Security Clearances and Reporting Required Information*
MSC-PRO-TRANS-483, *Government Vehicle and Fleet Equipment Operation, Addition, and Modification*
MSC-PRO-RM-10588, *Records Management Processes*
MSC-PRO-RM-32281, *Electronic Records Management*
MSC-PRO-WP-077, *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events*
MSC-RD-TRANS-27562, *Commercial Driver License Holder's Drug & Alcohol Testing Requirements*
MSC-RD-WP-9237, *Motor Vehicle Safety*
MSC-RD-WP-11166, *Control of Working Hours*

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Appendix A. Requirements

Motor carrier operational requirements are defined below:

- A.1 [General](#)
- A.2 [Controlled Substances and Alcohol Use and Testing](#)
- A.3 [DOT Recordable Accident Register](#)
- A.4 [Hazardous Materials Incidents](#)
- A.6 [Training](#)
- A.7 [Driver Qualification File](#)
 - A.7.1 [Initial Qualifications](#)
 - A.7.2 [Follow-Up Qualifications](#)
 - A.7.3 [Driver Disqualification](#)
 - A.7.4 [Driver Qualification Files](#)
- A.8 [Hours of Service](#)
- A.9 [Commercial Motor Vehicle \(CMV\) Operations](#)
 - A.9.1 [Load Securement](#)
 - A.9.2 [Driver Inspections](#)
 - A.9.3 [CMV "Out of Service" Tags](#)
- A.10 [Maintenance](#)
 - A.10.1 [Preventive Maintenance](#)
 - A.10.2 [Inspector Qualifications](#)
 - A.10.3 [Brake Inspector Qualifications](#)
- A.11 [Transportation of Hazardous Materials](#)
 - A.11.1 [Attendance and Surveillance](#)
 - A.11.2 [Parking](#)
 - A.11.3 [Fires](#)
 - A.11.4 [Smoking](#)
 - A.11.5 [Fueling](#)
 - A.11.6 [Tires](#)

A.1 **General**

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	Complete and submit Form MCS-150, <i>Motor Carrier Identification Report</i> with DOT once every 24 months or when a significant change occurs in Motor Carrier Services	I	49 CFR 390

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	(i.e.: number of drivers, equipment, commodities transported/shipped, etc.).		
2.	Complete and submit <i>Hazardous Material Certificate of Registration</i> with DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) once every 12 months. A copy of the <i>Certificate of Registration</i> shall be retained in each self-propelled CMV assigned to MSA which transports placarded hazardous materials.	I	49 CFR 107.620(b)
3.	Maintain minimum levels of financial responsibility (insurance) for commodities transported as required per 49 CFR 387.9 and retain evidence of insurance in the form of a properly executed Form MCS-90 (<i>Endorsement for Motor Carrier Policies of Insurance for Public Liability under Section 29 and 30 of the Motor Carrier Act of 1980</i>) as required per 49 CFR 387.15. A copy of the proof of insurance shall be retained in each self-propelled CMV assigned to MSA.	I	49 CFR 387.7, 387.9, 387.15
4.	Each self-propelled CMV assigned to MSA will display USDOT markings (USDOT 1924845) as required per 49 CFR 390.21 and be equipped with emergency devices (i.e., fire extinguisher, reflective triangles, etc.) as required per 49 CFR 393.95.	I	49 CFR 390.21, 393.95
5.	Maintain Unified Carrier Registration (UCR) by filing annual registration and ensuring payment of annual fee.	I	49 USC 14504a, 49 CFR 367
6.	Maintain Form BOC-3 <i>Designation of Agents for Service of Process</i> .	I	49 CFR 366

A.2 Controlled Substances and Alcohol Use and Testing

#	Requirement	Type V or I	Source
1.	Controlled substances and alcohol use and testing apply to every person and to all employers of such persons who operate a CMV and is subject to 49 CFR 383 “ <i>Commercial Driver’s License Standards; Requirements and Penalties</i> ” (reference MSC-RD-TRANS-27562 , <i>Commercial Driver License Holder’s Drug & Alcohol Testing Requirements</i>).	I	49 CFR 40, 382.103(a)(1)

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	<p>MSA Personnel Security and the Site Occupational Medical Service Provider will provide "Controlled Substances and Alcohol Testing" services.</p> <p>NOTE: <i>Employees may also be tested under the requirements of MSC-PRO-HR-042, Fitness for Duty.</i></p>		
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A.3 DOT Recordable Accident Register

#	Requirement	Type V or I	Source
1.	<p>For accidents that occur in commerce, after April 29, 2003, motor carriers must maintain an accident register for three years after the date of each accident. For accidents that occurred on or prior to April 29, 2003, motor carriers must maintain an accident register for a period of one year after the date of each accident.</p> <p>If an accident occurs on site, including within a road closure, do not include in the accident register. Information placed in the accident register must contain at least the following:</p> <ol style="list-style-type: none"> (1) A list of accidents as defined at 49 CFR 390.5 for each accident: <ol style="list-style-type: none"> (i) Date of accident. (ii) City or town, or most near, where the accident occurred and the State where the accident occurred. (iii) Driver's name. (iv) Number of injuries. (v) Number of fatalities. (vi) Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicle involved in the accident, were released. (2) Copies of all accident reports required by State or other governmental entities or insurers. 	I	49 CFR 171.15, 171.16, 176.48

A.4 Hazardous Materials Incidents

#	Requirement	Type V or I	Source
1.	a) As soon as practical, but no later than 12 hours after the occurrence of any incident described in paragraph (b) of 49 CFR 171.15, each person in physical possession of the hazardous material must provide notice by telephone to the	I	49 CFR 171.15, 171.16, 176.48

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	<p>National Response Center (NRC) at 800-424-8802 (toll free) or 202-267-2675 (toll call) or online at http://www.nrc.uscg.mil.</p> <p>Each notice must include the following information:</p> <ul style="list-style-type: none"> (1) Name of reporter; (2) Name and address of person represented by reporter; (3) Phone number where reporter can be contacted; (4) Date, time, and location of incident; (5) The extent of injury, if any; (6) Class or division, proper shipping name, and quantity of hazardous materials involved, if such information is available; and (7) Type of incident and nature of hazardous material involvement and whether a continuing danger to life exists at the scene. <p>b) Reportable incident: A telephone report is required whenever any of the following occurs during the course of transportation in commerce (including loading, unloading, and temporary storage):</p> <ul style="list-style-type: none"> (1) As a direct result of a hazardous material: <ul style="list-style-type: none"> (i) A person is killed; (ii) A person receives an injury requiring admittance to a hospital; (iii) The general public is evacuated for one hour or more; (iv) A major transportation artery or facility is closed or shut down for one hour or more; or (v) The operational flight pattern or routine of an aircraft is altered; (2) Fire, breakage, spillage, or suspected radioactive contamination occurs involving a radioactive material (see also 49 CFR 176.48); (3) Fire, breakage, spillage, or suspected contamination occurs involving an infectious substance other than a regulated medical waste; (4) A release of a marine pollutant occurs in a quantity exceeding 450 L (119 gallons) for a liquid or 400 kg (882 pounds) for a solid; (5) A situation exists of such a nature (e.g., a continuing danger to life exists at the scene of the incident that, in the judgment of the person in possession of the hazardous material, it should be reported to the NRC even though it does not meet the criteria of paragraphs (b)(1), (2), (3), or (4) of this section; or 		
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	<p>(6) During transportation by aircraft, a fire, violent rupture, explosion or dangerous evolution of heat (i.e., an amount of heat sufficient to be dangerous to packaging or personal safety to include charring of packaging, melting of packaging, scorching of packaging, or other evidence) occurs as a direct result of a battery or battery-powered device.</p> <p>c) Detailed Hazardous Materials Incident Reports on DOT Form F 5800.1 (01/2004) must be submitted within 30 days of discovery of the incident. See 49 CFR 171.16.</p> <p>NOTE: Reference MSC-PRO-WP-077, Reporting, Investigating, and Managing Health, Safety, and Property/Vehicle Events)</p>		
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A.6 Training

Training requirements from 49 CFR 172.704, 382.603, 390.3(e) are in [Appendix C](#).

A.7 Driver Qualification File

#	Requirement	Type V or I	Source
1.	<p>A person shall not drive a CMV unless he/she is qualified to drive a CMV. Except as provided in 49 CFR 391.63, a motor carrier shall not require or permit a person to drive a CMV unless that person is qualified to drive a motor vehicle.</p> <p>Except as provided in Subpart G of this part, a person is qualified to drive a CMV if he/she -</p> <ol style="list-style-type: none"> Is at least 21 years of age; Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records; Can, by reason of experience, training, or both, safely operate the type of CMV he/she drives; Is physically qualified to drive a CMV; Has a currently valid CMV operator's license issued only by one State or jurisdiction; Has prepared and furnished the motor carrier that employs him/her with the list of violations or the certificate as required by 49 CFR 391.27; 	V	49 CFR 391.11

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	<p>g. Is not disqualified to drive a CMV under the rules in 49 CFR 391.15;</p> <p>h. Has successfully completed a driver's road test and has been issued a certificate of driver's road test in accordance with 49 CFR 391.31, or has presented an operator's license or a certificate of road test which the motor carrier that employs him/her has accepted as equivalent to a road test in accordance with 49 CFR 391.33.</p>		
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A.7.1 Initial Qualifications

#	Requirement	Type V or I	Source
1.	<p>Initial qualification of drivers shall incorporate the following elements:</p> <p>a) Application for employment that contains the minimum basic content described in 49 CFR 391.21. Commercial Driver License (CDL) drivers must provide previous 10 years employment history of operating a CMV.</p> <p>b) Background checks of the applicant's driving record, previous employment history, and previous employer drug and alcohol testing information (Safety Performance History) for the past 3 years, through the FMCSA Clearinghouse.</p> <p>c) Road Testing using the motor vehicle type the driver is to be assigned that establishes the applicant can safely operate the motor vehicle. The applicant can provide a CDL, in lieu of the road test, when the CMV to be operated does not require the tank vehicle endorsement.</p> <p>d) Physical examination (by provider listed in the National Registry of Certified Medical Examiners) that establishes the applicant is physically qualified to drive a CMV.</p>	I	49 CFR 391

A.7.2 Follow-Up Qualification

#	Requirement	Type V or I	Source
1.	Follow-up qualifications are intended to maintain drivers qualified to operate CMV, and shall incorporate the following elements:	I	49 CFR 391.25, 391.57

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	<ul style="list-style-type: none"> a) Review of written Driving Record for the previous 12 months. b) Review of written Record of Violations for the previous 12 months. c) Physical examination that establishes the driver remains physically qualified to drive a CMV. d) Verification that driver physical exams are performed by a medical examiner who is certified and listed on the National Registry of Certified Medical Examiners. e) Renewal of Driver License and applicable endorsements that establishes the driver remains legally qualified to drive a CMV. 		
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A.7.3 Driver Disqualification

#	Requirement	Type V or I	Source
1.	Notification of a disqualification action shall be given in writing with a copy of the notification placed in the driver's qualification file.	I	49 CFR 391.15

A.7.4 Driver Qualification Files

#	Requirement	Type V or I	Source
1.	<p>A Driver Qualification File (DQF) shall be maintained for each driver and retained for as long as a driver is employed by that motor carrier and for three years thereafter. The DQF shall contain, as a minimum, the following information:</p> <ul style="list-style-type: none"> a) Application for employment b) Motor vehicle record for new hires c) Safety Performance History information d) Road test, or license in lieu of per 49 CFR 391.33 e) Copy of medical examination certificate f) Verification that medical examiner is on the National Registry of Certified Medical Examiners g) Physical Disqualification Waiver Letter (if applicable per 49 CFR 391.49) h) Annual motor vehicle records i) Annual Certification of Violations j) Annual Review of Driving Record 	I	49 CFR 391, 380.509, 397.101(e)

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	k) Entry-level driver training certificate (if applicable, per 49 CFR 380.509) l) Signed receipt for DOT Drug & Alcohol policy and information (CDL Drivers only) m) Enroll in FMCSA Drug & Alcohol Clearinghouse		
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A.8 Hours of Service

#	Requirement	Type V or I	Source
1.	Every CMV driver, for which a CDL is required, is to record his/her duty status for each 24-hour period using a daily logbook. 49 CFR 395 has an exemption to the log requirement, which applies to most of the MSA-assigned drivers.	I	49 CFR 395.8(a), 395.1(e)
2.	For drivers who operate within a 100 air-mile radius, 49 CFR 395.1(e)(1) states the driver is exempt from log requirements if he/she meets ALL of the following: a) Drivers operates within a 100 air-mile radius of the normal work reporting location; b) Returns to the work reporting location and is released from work within 12 consecutive hours; c) Has at least 10 consecutive hours off duty separating each 12 hours on duty; d) Does not exceed the 11 hours maximum driving time following 10 consecutive hours off duty.	I	49 CFR 395.1(e)(1)
3.	If a driver cannot meet ALL of the above 100-air mile exemption criteria, then a drivers' daily log must be completed for each day he/she does not qualify for the exemption. (In addition, a log is also required if the driver operates beyond 70 hours in 8 consecutive days). A driver must begin to prepare the log immediately after he/she becomes aware that the terms of the exemption cannot be met. The log must cover the entire day, even if the driver has to record retroactively changes in status that occurred between the time that the driver reported for duty and the time in which he/she no longer qualified for the 100-air mile exemption. Once completed, the driver has 13 days to submit the log to the motor carrier (Operations Specialist).	I	49 CFR 395.1(e)(1), 395.8(i)
4.	These are the maximum driving times (49 CFR 395.3):	I	49 CFR 395.3, 395.1(o)

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	<p>a) A maximum of 11 hours driving, after which a driver must have at least 10 consecutive hours off duty before he/she can drive a CMV again.</p> <p>b) A maximum of 14 hours on duty (no more than 11 of which can be driving), after which a driver must have at least 10 consecutive hours of rest before he/she can again drive a CMV. Can a driver be on duty for more than 14 hours? Yes – he/she can do non-driving work beyond the 14-hour limit, just no more CMV driving until he/she has had 10 hours consecutive rest.</p> <p>NOTE: <i>There is an exception to the 14 hour rule in 49 CFR 395.1(o) – which allows the driver a maximum of 16 hours on duty, but only if the driver meets all of the following:</i></p> <ol style="list-style-type: none"> 1) <i>was released from duty at the normal work reporting location for the previous 5 duty tours;</i> 2) <i>returns to the normal work reporting location and is released from duty within 16 hours;</i> 3) <i>has not used this exception in the previous 6 consecutive days, except following a 34-hour restart; and</i> 4) <i>does not drive more than 11 hours after 10 consecutive hours off duty.</i> <p>c) A maximum of 70 hours on duty in any 8 consecutive days. Once a driver reaches this limit, he/she cannot drive a CMV. Can a driver be on duty for more than 70 hours in 8 consecutive days? Yes – he/she can do non-driving work beyond the 70-hours/8 day limit, just no more CMV driving until he/she has accumulated available hours. The driver may restart the 70-hours/8 day limit after remaining off duty for at least 34 consecutive hours.</p> <p>d) May not drive a CMV if 8 consecutive hours have passed since your last break (off duty) of at least 30 minutes. Drivers can “work” after 8 hours with no break, as long as there is no more CMV driving.</p>		
5.	<p>As per 49 CFR 395.8, the following information must be completed on the log:</p> <ol style="list-style-type: none"> a) Date b) Total miles driving today (CMV driving only) c) Truck or tractor and trailer numbers (CMV equipment only) 	I	49 CFR 395.8

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	<p>d) Full Company Name (example: Mission Support Alliance)</p> <p>e) City and state address of the carrier's main office (the state may be abbreviated, but not the city - example: Richland, WA)</p> <p>f) Driver's signature</p> <p>g) Name of co-driver (if any)</p> <p>h) Total hours – Must add and record the total hours for each duty status at the far right edge of grid (i.e., Off Duty, Sleeper Berth, Driving, On Duty-Not Driving). The total of the entries must equal 24 hours.</p> <p>i) Change in Duty Status – Use the full city name and state abbreviation for each duty status change. If not in a named city, town or village, then use the mile marker, highway number or nearest intersecting roadways – followed by the nearest city name and state abbreviation. NOTE: North of Wye Barricade (onsite), use “Hanford, WA.”</p> <p>j) 24 Hour Grid – All time on the grid must be completed. Draw horizontal lines in the middle of the space provided for each of the duty status (i.e., Line 1 – Off Duty) so no one can doubt the meaning.</p> <p>k) If driving a CMV, the shipping document number(s) or shipper and commodities being transported must be recorded. For an empty truck, the shipper/commodity is considered “MSA Equipment”.</p> <p>NOTE: <i>Start and stop times recorded in Time Information System (TIS) must match on the log, including any no-time-out (NTO). Any time away from work [i.e. Personal Time Bank (PTB), Plant Injury (PI), Authorized Leave (A), Jury Duty (J), Death-in-Family (D), Department of Transportation Time(DOT), -etc.] is recorded as Off-Duty.</i></p>		
6.	<p>Hours of Service records (Timesheets and Driver Daily Logs) will be retained for a minimum of six months.</p> <p>NOTE: <i>Employees shall comply with the requirements of MSC-POL-HR-11385, Standards of Conduct, and MSC-RD-WP-11166, Control of Working Hours.</i></p> <p>NOTE: <i>State of Emergency proclamations from the Washington State Governor occasionally offer relief from hours of service requirements. The MSA Operations Support Services, Director or Compliance Officer will review</i></p>	I	49 CFR 395.1(e)(1)(v), 395.8(k)

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	<p><i>proclamations for applicability to Hanford Site commercial motor vehicle operations. State of Emergency proclamations, noting whether they are applicable or not, will be distributed to Motor Carrier Services Director or delegate all CMV operator supervisors, alternates, and the MSA executive management chain.</i></p> <p><i>The MSA Operations Support Services Director or Compliance Officer shall participate in snow removal conference calls to address hours of service compliance relief, if applicable.</i></p>		
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A.9 Commercial Motor Vehicle Operation

#	Requirement	Type V or I	Source
1.	No driver shall transport any person or permit any unauthorized person to be transported on any CMV other than a bus.	I	49 CFR 392.60,
2.	Driver distraction, or more precisely, driver lapses in attention caused by cell phones, digital music (MP3) players, Global Positioning System (GPS) devices and other in-vehicle entertainment, has been named one of the leading safety hazards in the transportation industry. The use of these distracting devices while operating a CMV, including use of an electronic wireless communications device to send, read, or write a text message, is prohibited.	I	49 CFR 392.80, RCW 46.61.667, RCW 46.61.668
3.	Operators of motor vehicles shall comply with motor vehicle safety requirements outlined in MSC-RD-WP-9237 , <i>Motor Vehicle Safety</i> .	I	10 CFR 851 Appendix A Section 9

A.9.1 Load Securement

#	Requirement	Type V or I	Source
1.	The following conditions must exist before a driver operates a CMV (i.e., before the vehicle moves on public or private roads/property):	I	49 CFR 392.9, 393.100, 393.102, RCW 46.61.655

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	<p>a) The CMV's cargo must be properly distributed and adequately secured.</p> <p>b) Drivers are to inspect all Securement devices prior to uses.</p> <p>b) Any vehicle with deposits of mud, rocks, or other debris on the vehicle's body, fenders, frame, undercarriage, wheels, or tires shall be cleaned of such material before the operation of the vehicle.</p> <p>c) The CMV's structure and equipment must be secured:</p> <ul style="list-style-type: none"> • Tailgate • Doors (Van Roll-up & Bi-fold doors must be secured) • Tarpaulins • Spare tire • Other equipment used in the vehicle's operation • Cargo securing equipment. • The cargo or any other object must not: <ul style="list-style-type: none"> ▪ Obscure the driver's view ahead or to the right or left sides (except for drivers of self-steer dollies); ▪ Interfere with the free movement of the driver's arms or legs; ▪ Prevent the driver's free and ready access to accessories required for emergencies; or ▪ Prevent the free and ready exit of any person from the CMV's cab or driver's compartment. <p>d) All cargo must be contained, immobilized, or secured so that it does not:</p> <ul style="list-style-type: none"> • Leak • Spill • Blow off the vehicle • Fall from the vehicle • Fall through the vehicle • Otherwise become dislodged from the vehicle • Shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected. <p>e) Each cargo securement system (vehicle structure, securing devices and blocking and bracing equipment) must be able to withstand a minimum amount of force in each direction.</p> <ul style="list-style-type: none"> • Forward Force = 0.8g (80% of force of gravity) or 80% of cargo weight when braking while driving straight ahead. 		
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	<ul style="list-style-type: none"> • Rearward Force = 0.5g (50% of force of gravity) or 50% of cargo weight when accelerating, shifting gears while climbing a hill, or braking in reverse. • Sideways Force = 0.5g (50% of force of gravity) or 50% of cargo weight when turning, changing lanes, or braking while turning. • Upward Force = 0.2g (20% of force of gravity) or 20% of cargo weight when traveling over bumps in the road or cresting a hill. • This requirement is satisfied when the cargo is "Fully Contained." <p>f) Any vehicle transporting dirt, sand or gravel susceptible to being dropped, spilled, leaked, or otherwise escaping shall be covered so as to prevent spillage. Covering of such loads is not required if six (6) inches of freeboard is maintained within the bed.</p>		
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A.9.2 Driver Inspections

#	Requirement	Type V or I	Source
1.	<p>Equipment, inspection and use:</p> <p>No CMV shall be driven unless the driver is satisfied that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories as needed:</p> <ul style="list-style-type: none"> a) Service brakes, including trailer brake connections b) Parking brake c) Steering mechanism d) Lighting devices and reflectors e) Tires f) Horn g) Windshield wiper or wipers h) Rear-vision mirror or mirrors i) Coupling devices j) Wheels and rims k) Emergency equipment 	V	49 CFR 392.7(a)
2.	<p><u>Driver inspection:</u></p> <p>Before driving a CMV, the driver shall:</p>	I	49 CFR 396.13

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	<p>a) Be satisfied that the CMV is in safe operating condition;</p> <p>b) Perform visual inspection of tractor/trailer coupling to ensure prevention of unintended uncoupling – recognize surface conditions – smooth floors, matting, etc.</p> <p>c) Review the last Driver Vehicle Inspection Report (DVIR) if applicable, and</p> <p>d) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. The signature requirement does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.</p>		
3.	<p>DVIR:</p> <p>a) Report required. Every motor carrier shall require its property-carrying CMV drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on <i>each vehicle operated where a defect or deficiency was found</i>. DVIR is not required for property-carrying CMVs, if no defect or deficiency is discovered by or reported to the driver. Every motor carrier shall require its passenger-carrying CMV drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated. The report shall cover at least the following parts and accessories:</p> <ul style="list-style-type: none"> • Service brakes including trailer brake connections • Parking brake • Steering mechanism • Lighting devices and reflectors • Tires • Horn • Windshield wipers • Rear vision mirrors • Coupling devices • Wheels and rims • Emergency equipment <p>b) Report content. The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. The driver of a passenger-carrying CMV must prepare and submit a report even if no defect or deficiency is discovered by or reported to the driver; the drivers of all other CMVs are not required to prepare or submit a report</p>	I	49 CFR 396.11

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	<p>if no defect or deficiency is discovered by or reported to the driver.</p> <p>c) Corrective action. Prior to requiring or permitting a driver to operate a vehicle, every motor carrier or its agent shall repair any defect or deficiency listed on the DVIR which would be likely to affect the safety of operation of the vehicle.</p> <p>1) Every motor carrier or its agent shall certify on the original DVIR which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.</p> <p>2) Every motor carrier shall maintain the original DVIR, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.</p>		
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A.9.3 CMV “Out of Service” Tags

#	Requirement	Type V or I	Source
1.	<p>The purpose of the CMV “Out of Service” tags is to help ensure CMVs are in operational compliance with DOT regulations.</p> <p>NOTE: <i>This is not a replacement for or an integral part of the Hanford Site Lockout/Tagout program. Lockout/Tagout operations should still be implemented as required by the appropriate Hanford Site procedures.</i></p> <p>a) A CMV shall not be driven when found to be out of compliance with state and federal regulations during routine inspections by MSA’s CMV Specialist, or daily use inspection and operation.</p> <p>b) If a CMV is found to be out of compliance, an “Out of Service” tag will be applied to the CMV.</p> <p>c) The “Out of Service” tags shall only be applied by the project supervisor, their delegate, or the CMV Specialist. NOTE: If applied by supervisor or delegate, they shall notify the CMV Specialist of the “Out of Service” condition.</p> <p>d) “Out of Service” tags shall identify the following:</p> <p>(1) Responsible Project</p> <p>(2) Date</p> <p>(3) Detailed description of the problem</p>	I	49 CFR 392.7, 396.7, 396.11

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	<p>e) The “Out of Service” tag shall be placed in a location that ensures the operator will notice it prior to attempting operation of the CMV.</p> <p>(1) Truck or Tractor</p> <ul style="list-style-type: none"> • Driver side door or vehicle steering wheel <p>(2) Trailers</p> <ul style="list-style-type: none"> • Brake line connection or glad hand <p>f) The supervisor or delegate shall contact a service provider to perform required maintenance and/or repairs.</p> <p>g) Upon completion of the CMV’s maintenance and/or repair, the supervisor or delegate shall notify the CMV Specialist that the “Out of Service” conditions have been corrected.</p> <p>h) The “Out of Service” tag shall only be removed by the supervisor, delegate, or the CMV Specialist.</p>		
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A.10 Maintenance

#	Requirement	Type V or I	Source
1.	MSA shall systematically inspect, repair, and maintain, or cause to be systematically inspected, repaired, and maintained, all CMVs subject to its control. Periodic inspections per 49 CFR 396.17 are performed on CMVs at intervals not to exceed 12 months. In conjunction with the periodic DOT Inspection, tractor fifth wheels are steam cleaned and re-greased.	I	49 CFR 396.3, 396.17(e)
2.	CMV maintenance records will be retained for a minimum of one year and for six months after the CMV leaves MSA’s control. Periodic inspection reports will be retained for 14 months from date of the inspection report.	I	49 CFR 396.3(c), 396.21(b)(1)
3.	MSA shall inspect, repair, and maintain all Truck Mounted Cargo Tanks (e.g. fuel trucks) per 49 CFR 180 Subpart E, <i>“Requirements for test and inspections of specification cargo tanks.”</i>	I	49 CFR 180 Subpart E

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A.10.1 Preventive Maintenance

#	Requirement	Type V or I	Source
1.	DOE owned E-plated vehicles – at minimum, an annual lubrication.	I	49 CFR 396.3
2.	General Service Administration (GSA) owned G-plated vehicles - performed to schedules and in accordance with directions provided to Fleet Maintenance by GSA	I	49 CFR 396.3
3.	Leased vehicles – performed to schedules and in accordance with directions provided to Fleet Maintenance by Lessor.	I	49 CFR 396.3

A.10.2 Inspector Qualifications

#	Requirement	Type V or I	Source
1.	Ensure the individual(s) performing periodic inspections is/are qualified as follows: a) Understand the inspection criteria (49 CFR Part 393 and Appendix G to Subchapter B of Chapter III – <i>Minimum Periodic Inspection Standards</i>) and can identify defective components. b) Are knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection. c) Are capable of performing an inspection by reason of experience, training, or both.	I	49 CFR 393, 49 CFR 396.19, Appendix G
2.	Evidence of the inspector's qualification to be retained by MSA for the period during which that individual is performing periodic inspections, and for one year thereafter.	I	49 CFR 396.19(b)

A.10.3 Brake Inspector Qualifications

#	Requirement	Type V or I	Source
1.	Ensures all inspections, maintenance, repairs or service to CMV brakes are performed in compliance with 49 CFR 393 Subpart C and each brake inspector is qualified as follows:	I	49 CFR 393 Subpart C, 396.25

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	a) Understands the brake service or inspection task to be accomplished and can perform that task; and b) Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an assigned brake service or inspection task; and c) Is capable of performing the assigned brake service or inspection by reason of experience, training or both.		
2.	MSA shall not require or permit any employee who does not meet the minimum brake inspector qualifications of 49 CFR 396.25 to be responsible for the inspection, maintenance, service or repairs of any CMV brakes. Evidence of the brake inspector's qualification to be retained by MSA for the period during which that individual is assigned to MSA, and for one year thereafter.	I	49 CFR 396.25(e)

A.11 Transportation of Hazardous Materials

#	Requirement	Type V or I	Source
1.	a) A CMV transporting Division 1.1, 1.2, or 1.3 (explosive) materials must be <i>attended</i> at all times by the driver. b) A CMV transporting hazardous materials other than Division 1.1, 1.2, or 1.3, materials, and which is located on a public street or highway, or the shoulder of a public highway, must be <i>attended</i> by its driver. However, the vehicle need not be attended while its driver is performing duties which are incident and necessary to the driver's duties as the operator of the vehicle. NOTE: <i>Attended</i> is defined as being within 100 feet of the vehicle and has it within the driver's unobstructed field of view.	I	49 CFR 397.5

A.11.2 Parking

#	Requirement	Type V or I	Source
2.	a) A CMV transporting Division 1.1, 1.2, or 1.3 materials must not be parked under any of the following circumstances—	I	49 CFR 397.7

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	<ol style="list-style-type: none"> 1) On or within 5 feet of the traveled portion of a public street or highway; 2) On private property (including premises of a fueling or eating facility) without the knowledge and consent of the person who is in charge of the property and who is aware of the nature of the hazardous materials the vehicle contains; or 3) Within 300 feet of a bridge, tunnel, dwelling, or place where people work, congregate, or assemble, except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place. <p>b) A CMV transporting hazardous materials other than Division 1.1, 1.2, or 1.3 materials must not be parked on or within five feet of the traveled portion of public street or highway except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place.</p>		
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A.11.3 Fires

#	Requirement	Type V or I	Source
1.	<ol style="list-style-type: none"> a) A motor vehicle containing hazardous materials must not be operated near an open fire unless its driver has first taken precautions to ascertain that the vehicle can safely pass the fire without stopping. b) A motor vehicle containing hazardous materials must not be parked within 300 feet of an open fire. 	V	49 CFR 397.11

A.11.4 Smoking

#	Requirement	Type V or I	Source
1.	<p>No person may smoke or carry a lighted cigarette, cigar, or pipe on or within 25 feet of—</p> <ol style="list-style-type: none"> a) A motor vehicle which contains Class 1 materials, Class 5 materials, or flammable materials classified as Division 2.1, Class 3, Divisions 4.1 and 4.2; or 	V	49 CFR 397.13

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	b) An empty tank motor vehicle which has been used to transport Class 3, flammable materials or Division 2.1 flammable gases, which, when so used, was required to be marked or placarded.		
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A.11.5 Fueling

#	Requirement	Type V or I	Source
1.	When a motor vehicle which contains hazardous materials is being fueled: a) Its engine must not be operating; and b) A person must be in control of the fueling process at the point where the fuel tank is filled.	V	49 CFR 397.15

A.11.6 Tires

#	Requirement	Type V or I	Source
1.	A driver must examine each tire on a motor vehicle at the beginning of each trip and each time the vehicle is parked. a) If, as the result of an examination a tire is found to be flat, leaking, or improperly inflated, the driver must cause the tire to be repaired, replaced, or properly inflated before the vehicle is driven. However, the vehicle may be driven to the nearest safe place to perform the required repair, replacement, or inflation. b) If, as the result of an examination a tire is found to be overheated, the driver shall immediately cause the overheated tire to be removed and placed at a safe distance from the vehicle. The driver shall not operate the vehicle until the cause of the overheating is corrected.	I	49 CFR 397.17

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Appendix B. Glossary

Term	Definition
Commercial Driver's License (CDL)	<p>A license required for drivers operating a CMV which meets one of the following criteria:</p> <ol style="list-style-type: none">Has a Gross Vehicle Weight Rating (GVWR) or Gross Combinations Weight Rating (GCWR) of 26,001 pounds or more; orTransports 16 or more passengers, including the driver; orTransports hazardous materials requiring placards
Commercial Motor Vehicle (CMV)	<p>A self-propelled or towed motor vehicle that meets one of the following criteria:</p> <ol style="list-style-type: none">Intrastate Commerce: Has a Gross Vehicle Weight Rating (GVWR) or Gross Combinations Weight Rating (GCWR) of 16,001 pounds or moreInterstate Commerce: Has a Gross Vehicle Weight Rating (GVWR) or Gross Combination Weight Rating (GCWR) of 10,001 pounds or moreDesigned to transport more than 8 passengers (including the driver) for compensation or more than 15 passengers (including the driver) for non-compensation; orIs used to transport a hazardous material in a quantity requiring placarding
DOT Recordable Accident	<p>An occurrence involving a CMV operating in interstate or intrastate commerce which results in:</p> <ol style="list-style-type: none">A fatality;Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; orOne or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be

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Term	Definition
	transported away from the scene by a tow truck or other motor vehicle
	NOTE: <i>The term DOT Recordable Accident does not include:</i> a) <i>An occurrence involving only boarding and alighting from a stationary motor vehicle; or</i> b) <i>Involving only the loading or unloading of cargo</i>
Driver	An operator of a CMV. This includes but is not limited to heavy drivers, linemen, and maintenance personnel.
Interstate Commerce	Trade, traffic, or transportation in the United States: 1) Between a place in a State and a place outside of such State (including a place outside of the United States); 2) Between two places in a State through another State or a place outside of the United States; or 3) Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State or the United States ("furtherance of commerce").
Intrastate Commerce	Trade, traffic, or transportation in any State which is not described in the term "Interstate Commerce."
Motor Carrier Operations	Operations utilizing drivers and CMVs to transport property or passengers in interstate commerce. This also includes hiring, supervising, training, assigning, or dispatching of drivers; and employees concerned with the installation, inspection, and maintenance of CMVs and/or accessories.

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Appendix C. Training Requirements

Job Title/Job Function	Hazardous Materials General Awareness Transportation Training - Course 020075	Hazardous Materials Drivers Training - Course 020077	24-Hour Hazardous Waste TSD Worker Course 031110 OR 40-Hour Hazardous Waste Site Worker Course 031220	Federal Motor Carrier Safety Regulations for Drivers Course 020083*	Load Securement for Drivers and Traffic Personnel - Course 050411	Load Securement Practical for CDL - Drivers & Supervisors - Course 050412	Federal Motor Carrier Safety Regulations for Managers & Supervisors - Course 020084* or 020C084	Reasonable Suspicion Training For Supervisors - Course 020098	Workplace Substance Abuse Program - Course 080403	Alcohol Testing for Designated Positions - Course 080408	Security Plan Training for Drivers - Course 020381	Driver Awareness Practical - Course 145000 or 301845	Certified Designated Employer Representative (CDER) Program offered by DATIA
Auto Mechanic (non-hazmat)				X	X				X	X			
HD Mechanic (non-hazmat)				X	X				X	X			
HD Mechanic (non-CDL)				X	X								
HD Oiler (non-hazmat)				X	X				X	X			
Lube & Tireman				X	X				X	X			
Lineman	X		X	X	X	X			X	X			
Sub Electrician	X		X	X	X	X			X	X			
NCO	X		X	X	X	X			X	X			
Painter	X		X	X	X				X	X			
Technical Security (transporting limited quantity in CMV)				X	X				X	X			
Technical Security				X	X								
Field Support Services (non-hazmat)				X	X				X	X			
Radiological Assistance Program (RAP) Team (non-CDL)	X			X	X								
Electricians & Instrument Techs (non-CDL) operating non-haz mat CMV (>16,001lbs and <26,000lbs)				X	X								
Heavy Equipment				X					X	X			

NOTE: Employees may print off this document for reference purposes but are responsible to check MSA Procedure System to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

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Job Title/Job Function	Hazardous Materials General Awareness Transportation Training - Course 020075	Hazardous Materials Drivers Training - Course 020077	24-Hour Hazardous Waste TSD Worker Course 031110 OR 40-Hour Hazardous Waste Site Worker Course 031220	Federal Motor Carrier Safety Regulations for Drivers Course 020083*	Load Securement for Drivers and Traffic Personnel - Course 050411	Load Securement Practical for CDL - Drivers & Supervisors - Course 050412	Federal Motor Carrier Safety Regulations for Managers & Supervisors - Course 020084* or 020C084	Reasonable Suspicion Training For Supervisors - Course 020098	Workplace Substance Abuse Program - Course 080403	Alcohol Testing for Designated Positions - Course 080408	Security Plan Training for Drivers - Course 020381	Driver Awareness Practical - Course 145000 or 301845	Certified Designated Employer Representative (CDER) Program offered by DATIA
Operator (non-hazmat w/CDL)													
Heavy Driver (w/o hazmat endorsement)				X	X	X			X	X		X	
Heavy Driver (with hazmat endorsement)	X		X	X	X	X			X	X	X ²	X	
Labor Relations							X	X	X	X			
DER, co-DETs and Backup DER							X	X	X	X			X ¹
Personnel maintaining DOT records (DQF, Hours of Service, DVIRs, Maintenance Files, etc.)							X						
Supervisors & Alternates	SEE NOTE	SEE NOTE	SEE NOTE	SEE NOTE	SEE NOTE	SEE NOTE	X	X	X	X	SEE NOTE		

* Courses 020083 and 020084 include cargo tank training per 49 CFR 177.816(b).

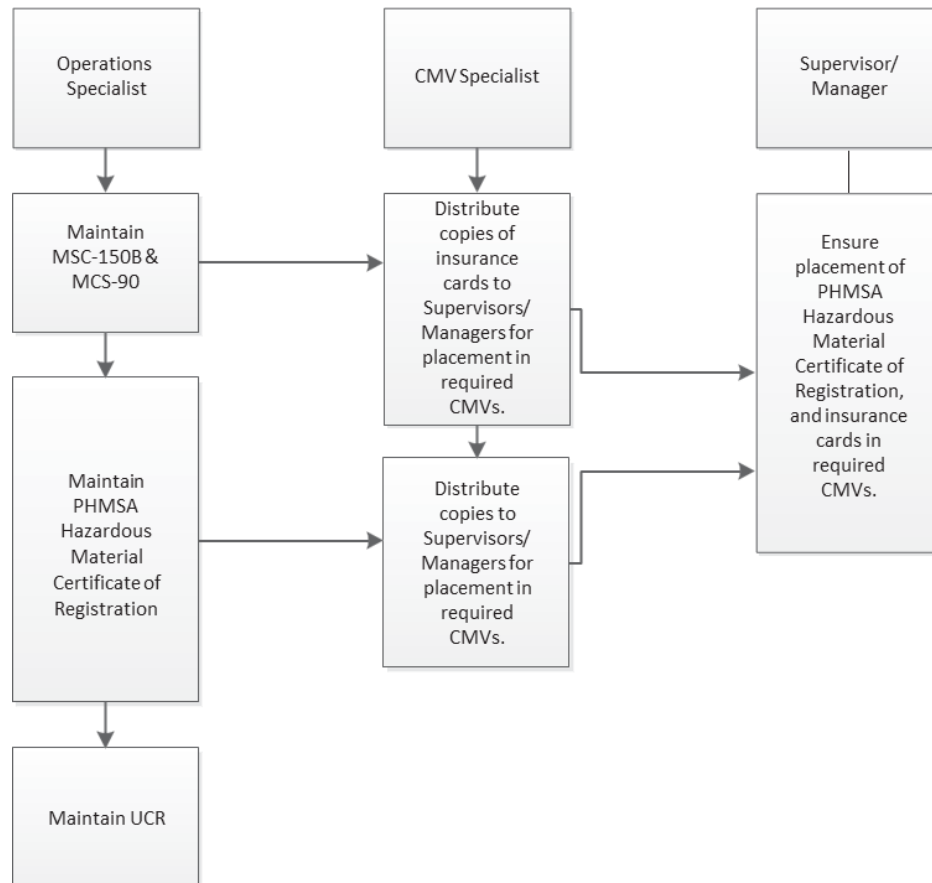
** Annual Refresher: 8-Hour Waste Refresher Training Course 032020

¹ Refresher Recommended² Only required when performing duties as set forth in the Transportation Security Plan HNF-17939, reference 49 CFR 172.800-172.820**NOTE:** Supervisors and their alternates shall maintain training equivalent to their employees.

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Appendix D. Maintaining Qualifications and Training
Process Flow Steps 1 through 4

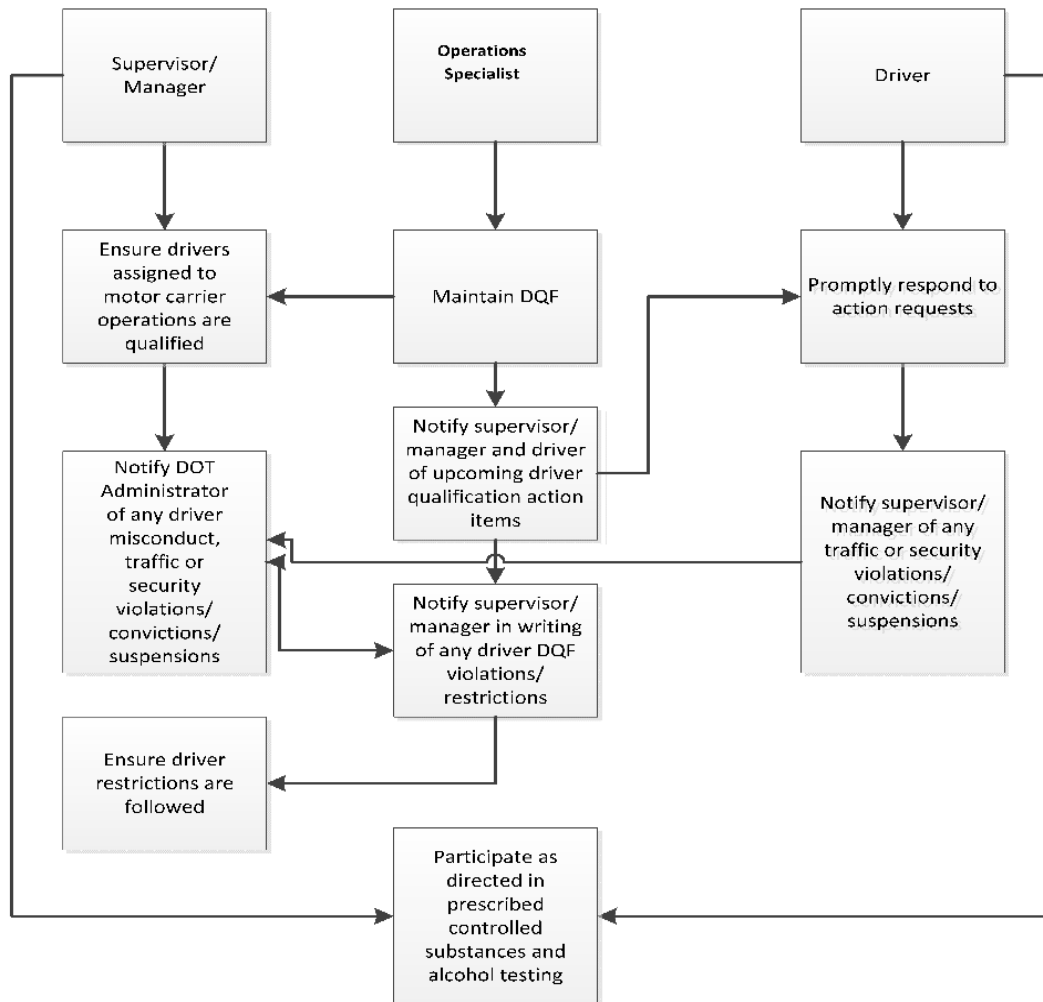
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Appendix E. Maintaining Qualifications and Training Process Flow Steps 5 through 13



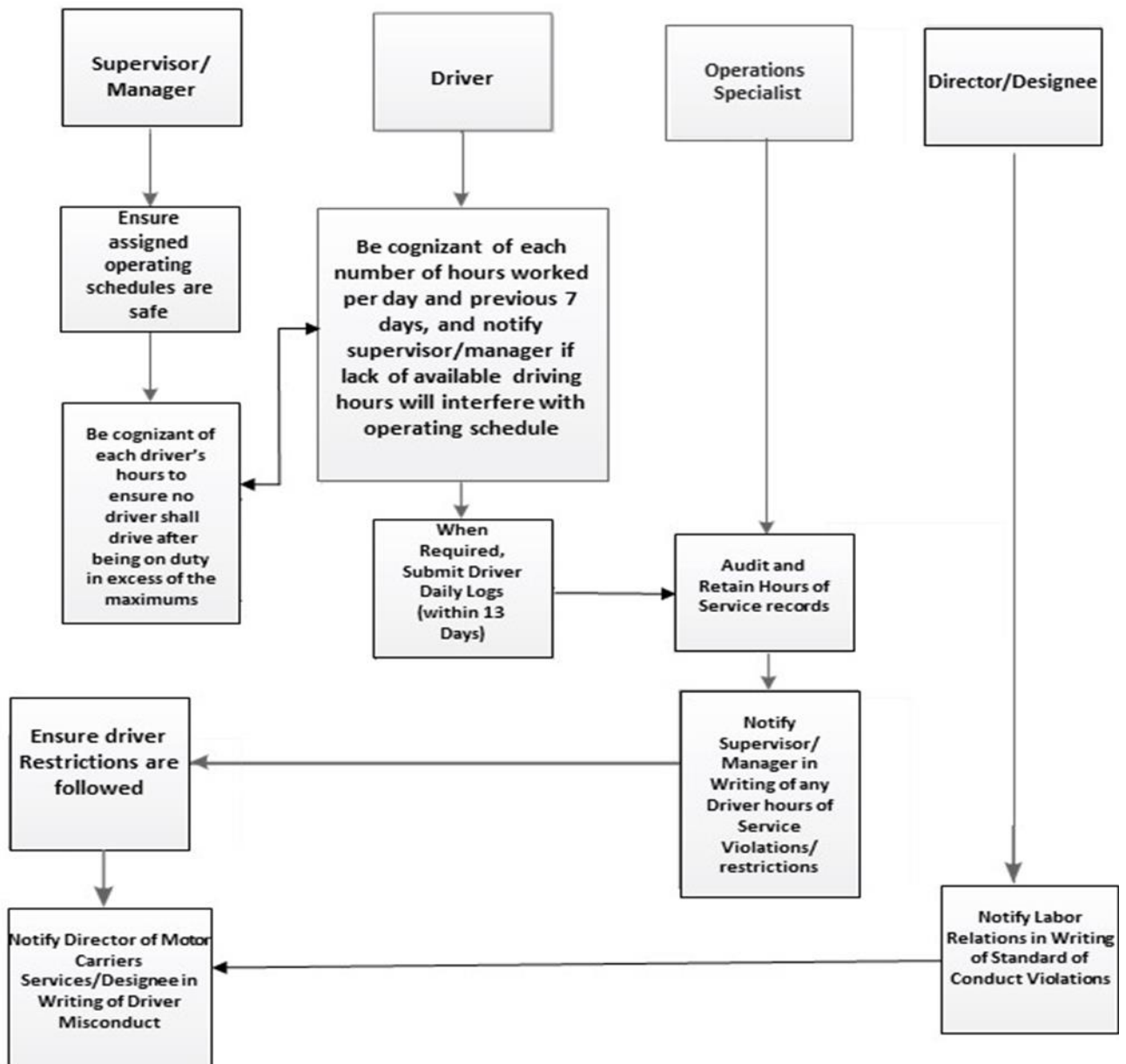
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Appendix F. Operating Schedules and Hours of Service Process Flow



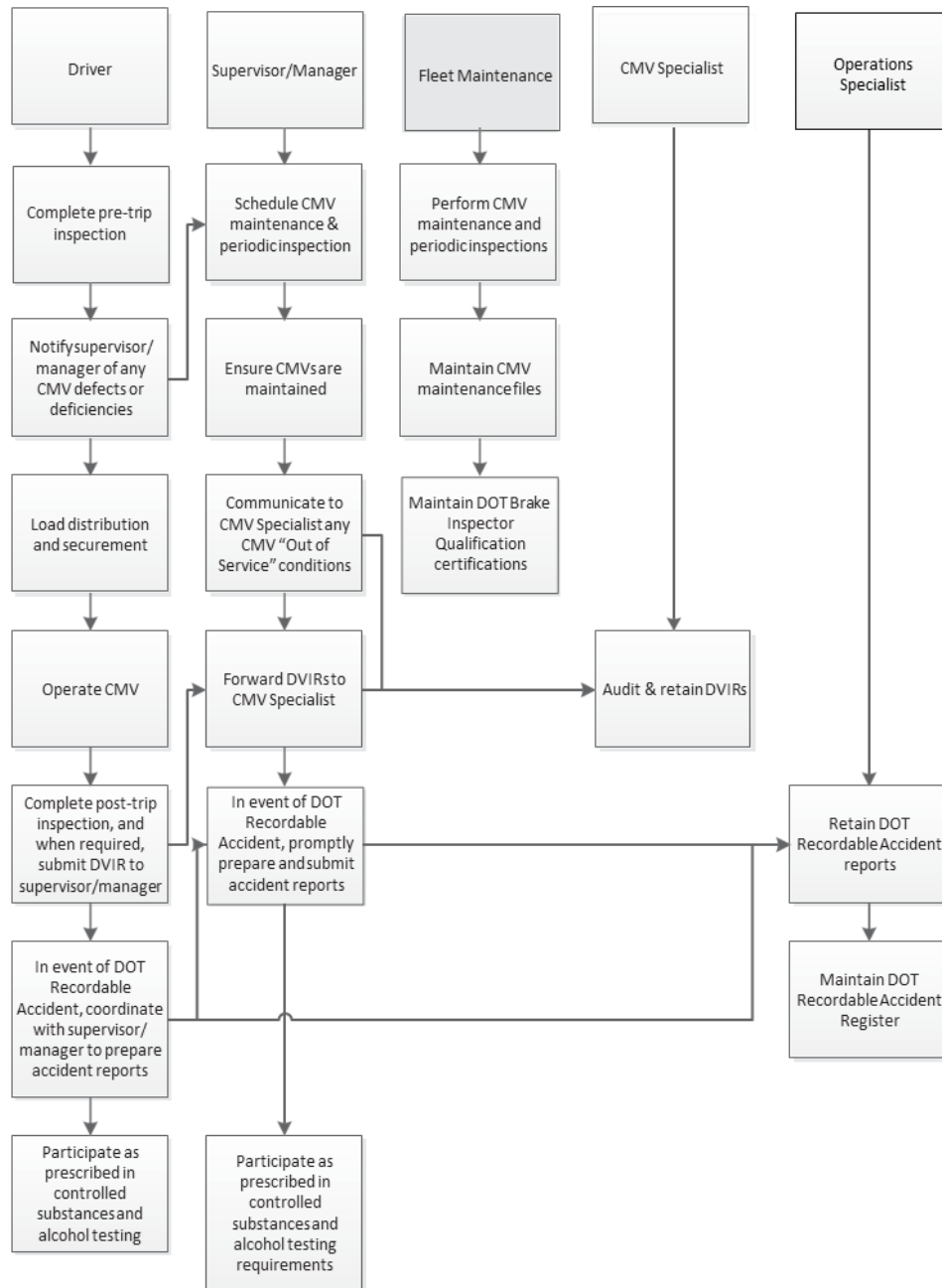
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Appendix G. Vehicle Operation and Maintenance Process Flow



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